

BRATIM

PROGRAMME PORTFOLIO

2010

Building Competencies

ABOUT BRATIM

Bratim Training is a management training and career development organization. We develop and offer flexible range of learning solutions to meet specific needs of individuals, organizations and government. Our programmes are attended by executives, senior managers and staff of Banks, Federal Parastals, Telecom companies, Non-Governmental Organizations.

We adopt a proactive approach utilizing our international exposure to develop and design open training programmes that focus on specific issues facing our clientele. Our training services range from standard, customized and private.

We also help our clients to develop and sustain varied levels of competences and proficiencies in leadership and management.

Open Scheduled Courses

Our open scheduled courses run in various locations in Nigeria. Some of the locations in Nigeria are Abuja, Kaduna & Lagos. These courses attract professionals and managers within the public and private sectors. Participants have found these courses beneficial as it incorporates practical interactive training from our qualified experienced professionals.

In-house Training

We can also provide training and workshops on topics and titles of your choice right in your office or at your preferred location. The open courses can also be run as in-house training. We require minimum of 10 participants to conduct in-house training.

Training Methodology

Our approach is second-to-none, interactive, friendly, and needs focused. The training we provide is always interactive and hands on as live data of the client shall be used for illustrations. The participants shall be given Training Courseware and training will be on a multimedia platform with the use of PowerPoint presentations. Our training model is as follows:

1. Interactive Lectures
2. PowerPoint Presentations
3. Group Work and Assignments
4. Cases, Games and Exercises

Consultancy Service

We provide consultancy services in the areas of Information and Communication Technology, Revenues and Expenditures Monitoring and Control, Financials Preparation and Generation, Organizational Restructuring and Reengineering, Research etc

Resource Persons

We have on our resource team competent, experienced and certified hands who are experts in their various fields and have practical work experience in the areas they train on. Some of the resource persons are as follows:

- Adegboyega Kazeem [compTIA A+, MCP, MCSA, CCNA, OCA](#)
- Dunmoye Rauf Ayoade (Prof) PhD
- Joshua Ikubor [AMNIM, ARICS, PhD](#)
- Lukman Adio [OCP, PMP](#)
- Morrison [MCP, MCSE, MCSA, CCNA](#)
- Okunlola Ipoola Ajani [MSc., PhD](#)
- Olusegun Ogidan [NIMC, MA, PhD](#)
- Ozamah Nasir [MBA, FCA, ACCA](#)
- Rawlings U. Orobogha [MBA, FCA](#)
- Rilwan Aderinto L. [MSc. FCIM](#)
- Rilwan H. Abarshi [MBA](#)
- Seyi Katola [MNIM FCTI, FCA](#)
- Zainab Oladapo [MSc., MBA](#)

Clientele

- British High Commission
- DFID:SLGP
- ECOWAS Parliament
- Excel Microtech Limited
- FCT Water Board
- Federal Judicial Service Commission
- Office of the Auditor General for the Federation
- Phase 3 Telecom
- Policy Analysis and Research Project: National Assembly
- Security and Exchange Commission
- Solidarity Centre
- National Assembly
- Federal Mortgage Bank
- FCT Area Council Service Commission
- Federal Ministry of Youth Development
- UAC
- Nigerian Extractive Industry Technology Initiative (NEITI)
- National Universities Commission
- Action Aid
- Court of Appeal, Head-Quarters -Abuja
- Nigerian Communications Commission (NCC)
- Abuja Security and Commodity Exchange
- Office of the Accountant General of the Federation
- Fiscal Responsibility Commission (FRC)
- Corporate Affairs Commission (CAC)

Professional Qualifications

We also offer international professional qualifications which are awarded by the professional bodies. These courses are run on Part-Time (weekends, evenings) and Full-Time basis. Professional Qualifications we run are as follows:

- **Association of Chartered Certified Accountants (ACCA)**. A global professional body with headquarters in the United Kingdom with offices and members in over 170 countries. ACCA is the world most recognised international professional accountancy qualification. It gives access to local and international jobs.
More info: E: info@accaglobal.com T: +441415822000
W: www.accaglobal.com
- **Certified Information Systems Auditor (CISA)**. CISA is a global professional qualification awarded by Institute of Systems Audit and Control Association (ISACA) of United States of America. It is a one-off exam that can be taken either in June or December.
- **Institute of Chartered Accountants of Nigeria (ICAN)**. ICAN is an institute of finance professionals with international standards. It has its headquarters in Lagos Nigeria with affiliations around the world.
- **Project Management Professional (PMP)**. PMP is the most respected qualification in the field of project management. It is being awarded by Project Management Institute (PMI) in United States of America. Candidates are assessed online.

1. Management Skills for Admin & Support Staff

BRATIM

Learning Modules

- Overview of Management
- Introduction to Computer
- Interpersonal Skills
- Report Writing
- Communication Skills
- Work Ethics
- Role-play and Cases

DATE & VENUE: Mar 22–26 Kaduna

: Jul 5– 9 Kaduna

: Nov 1 - 5 Lagos

DURATION : One Week

FEE PER PARTICIPANT: N49, 950

Who Should Attend

Administrative Officers, Finance and Accounts Officers, HR Officers, Secretaries/Reception and People who are seeking knowledge in this area.

2. Corporate Governance

BRATIM

Learning Modules

- Understanding the Principles of Corporate Governance.
- Corporate Governance Stakeholders and Their Roles
- Combined Code on Corporate Governance
- Mechanisms and Control of Corporate Governance
- Organizational Performance and Corporate Governance
- Corporate Governance: Public and Private Sector Perspectives
- Models of Corporate Governance Around the World
- Cases and Lessons

DATE & VENUE: Oct 25–29 Lagos

DURATION: One Week

FEE PER PARTICIPANT: N69, 950

Who Should Attend

CEOs, Directors, Deputy Directors, Assistant Directors, Senior and Middle Level Managers, Business Owners and people who are seeking for knowledge in this area .

3. Effective Monitoring and Evaluation

BRATIM

Learning Modules

- Overview of Monitoring and Evaluation
- Introduction to Standards Setting
- Setting an M & E system
- Working Framework
- M & E Techniques
- Reporting
- Case

DATE & VENUE: Jun 21 – 25 Kaduna

: Oct 18 – 22 - Lagos

DURATION: One Week

FEE PER PARTICIPANT: N69, 950

Who Should Attend

The course is designed for Planning, Project, Admin and Finance Officers. And people who are seeking knowledge in this area can also join.

4. Project Management

BRATIM

Learning Modules

- Introduction to Project Management
- Project Management Tools
- Project Management Methodologies
- Planning , Monitoring and Control
- Managing Risk
- Financials in Project Management
- Project Reporting
- Case Study

DATE & VENUE: Apr 19 – 25 Kaduna

: Jun 14 – 18 - Lagos

: Nov 15 – 19 - Abuja

DURATION : One Week

FEE PER PARTICIPANT: N69, 950

Who Should Attend

CEOs, Directors, Senior and Middle Level Managers, Project Mangers, Head of Units, Admin, Finance and Accounts Officers etc.

5. Stores and Material Management

BRATIM

Learning Modules

- Overview
- Stores Personnel and their Functions in Stores Man
- Stores Procurement
- Stores Custody and Safekeeping
- Inventory Control
- Modern Trends in Stores and Material Management
- Salient issues in Supply Chain Management
- Cases

DATE & VENUE: Jul 19 – 23 Kaduna

DURATION: One Week

FEE PER PARTICIPANT: N49, 950

Who Should Attend

Stores and Warehouse Officers, Administrative, HR, Finance and Accounts Officers. And any group who are seeking knowledge in this area.

6. Cost Control and Operational Management

BRATIM

Learning Modules

- Overview
- Understanding Organisational Cost Centres
- Costing Techniques and Tools
- Costs Planning and Priority Setting
- Evaluation and Review
- Costs Reduction and Control Measures and Techniques: Practical Approach
- Salient Issues
- Cases and Exercises

DATE & VENUE: Jun 7 – 11 Lagos

DURATION: One Week

FEE PER PARTICIPANT: N49, 950

Who should Attend

Directors, Managers, Heads of Department/Unit, Audit, Finance and Accounts Officers.

7. Finance for Accounts Clerks and Supervisors

BRATIM

Learning Modules

- Introduction to Financial and Management Accounting
- Books of Accounts : Purposes and Functions
- Financial Control Measures
- Bank Reconciliation Statement
- Final Accounts
- Introduction to Accounting Packages
- Cases and Exercises

DATE & VENUE :Aug 2 – 6 Kaduna

DURATION: One Week

FEE PER PARTICIPANT: N49, 950

Who Should Attend

Supervisors, Accounts, Admin and HR Officers.

8. Budgeting and Budgetary Control in the Public and Private Sectors

BRATIM

Learning Modules

- Overview of Budgeting and Budgetary Control
- Budget Preparation: Techniques
- Budget Preparation: the Modern Tools
- Utilizing Information Technology in Budget Preparation
- Budget Preparation: Procedures and Processes
- Budget Control Measures
- Budget Evaluation and Review
- Cases and Exercises

DATE & VENUE: Sep 6 – 10 Lagos

DURATION: One Week

FEE PER PARTICIPANT: N49, 950

Who Should Attend

Budget, Treasury, Finance, Accounts, Admin and HR Managers/Officers.

9. Finance for Non-Finance Executives

BRATIM

Learning Modules

- Introduction to Financial Accounting
- Introduction to Management Accounting
- Basic Accounting Concepts and Principles
- Financial Statements: Contents, Formats and Analysis
- Budgeting and Costing
- Business Financing: The Practical Options and Consequences
- Investments Appraisal and Analysis
- Organisational Financial Performance Indicators and Improvement
- Salient Issues in Finance
- Cases and Exercises

DATE & VENUE: Aug 9–13 Kaduna

DURATION: One Week

FEE PER PARTICIPANT: N69, 950

Who Should Attend

CEOs, MP, COO, Directors, Heads of Departments/Units, Business Owners and anyone who is interested in gaining knowledge in this area.

10. Internal Audit and Control

BRATIM

Learning Modules

- Overview of Audit
- Internal Control System: Institution and Implementation
- IT and Internal Audit: Tools and Techniques
- Fraud Detection and Prevention
- Risk Management
- Communication: Preparation and Presentation of Audit Reports
- Salient Issues in Internal Audit
- Cases and Exercises

DATE & VENUE: Jul 12–16 Kaduna

DURATION: One Week

FEE PER PARTICIPANT: N49, 950

Who Should Attend

Heads of Internal Audit Departments/Units and Internal Audit Managers/Officers.

11. Computer Skills for Admin and Secretarial Officers

BRATIM

Learning Modules

- Introduction to Information Technology
- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft PowerPoint 2007
- Microsoft Access 2007
- Report Writing and Formatting
- Utilizing Internet for Organisational Peak Performance
- E-mail and Information Search
- Information Storage and Security
- Cases and Exercises

**DATE & VENUE: Apr 12 – 16 Kaduna
: Nov 18 – 12 – Lagos**

DURATION: One Week

FEE PER PARTICIPANT: N39, 950

Who Should Attend

Secretaries, Receptionists, Personal Assistants, Clerks and anyone interested in gaining knowledge in this area.

12. Building Electronic Documents and Records Management Systems

BRATIM

Learning Modules

- Overview of Records Management System
- Introduction to Electronic Documentation
- Records Management in Information Age
- Electronic Records in the Organisation
- Records Organisation and Structure
- Management of Electronic Records
- Design of Electronics Management System
- Cases and Exercises

DATE & VENUE: Jul 26 – 30 Kaduna

DURATION: One Week

FEE PER PARTICIPANT: N49, 950

Who Should Attend

Administrative, Human Resources, Finance and Accounts Officers. And anyone who wish to gain knowledge in this area.

13. Advanced Excel for Finance, Accounts, Budget, Revenue and Admin Officers

BRATIM

Learning Modules

- Introduction to Microsoft Excel 2007
- Insert and Design
- Tools and Menu
- Formulas : basic and advanced
- Worksheet Functionality
- Importing and Exporting
- Report Writing in Excel Format
- Budget and Estimate Preparation

**DATE & VENUE: Apr 5 - 9 - Kaduna
Oct 11 - 15 - Lagos**

DURATION: One Week

FEE PER PARTICIPANT: N49, 950

Who Should Attend

Finance, Accounts, Budget, Revenue and Admin Officers

14. Effective Customer Service Delivery

BRATIM

Learning Modules

- Overview of Customer Service Delivery
- Telephone and e-mail Etiquette
- Dealing with Difficult Customers/Clients
- Utilizing Information Technology for CRM
- Listening: the Heart of Communication
- Cases and Exercises

**DATE & VENUE :May 10 – 14 - Kaduna
: Sep 13 – 17 - Lagos**

DURATION: Two Days

FEE PER PARTICIPANT: N19, 950

Who Should Attend

Customer Care Officers, Receptionists, Marketers and Administrative Officers.

15. Critical Selling Skills in a Competitive Environment

BRATIM

Learning Modules

- Introduction to Marketing and Selling
- Presentation Skills
- Personal Packaging and Selling
- Stupid Acts
- Cases and Exercises

**DATE & VENUE :May 17 – 21 - Kaduna
: Sep 20 – 21 - Lagos**

DURATION : Two Days

FEE PER PARTICIPANT: N19, 950

Who Should Attend

Marketers and Administrative Officers. And anyone who is involve in selling a product or service.

For Booking and Enquiry Call 08033577375

E-mail: info@bratim.com

ANY OF THE COURSES SCHEDULED ABOVE CAN BE RUN AS IN-HOUSE OR MODIFIED TO SUIT YOUR PURPOSE.

W: www.bratim.com

E: info@bratim.com

T: 08033577375, 08030408384



COURSES CALENDAR 2010 AT A GLANCE

COURSE	DURATION	FEE PER PARTICIPANT (₦)	DATE & VENUE
MANAGEMENT			
Management Skills for Admin & Support Staff	1 Week	49,950.00	Mar 22 – 26 Kaduna Jul 5- 9 Kaduna Nov 1 – 5 Lagos
Corporate Governance	1 Week	69, 950.00	Oct 25 - 29 Lagos
Effective Monitoring and Evaluation	1 Week	49, 950.00	Jun 21 – 25 Kaduna Oct 18 – 22 Lagos
Project Management	1 Week	69, 950.00	Apr 19 - 23 Kaduna Jun 14 – 18 Lagos Nov 15 – 19 Abuja
Stores and Material Management	1 Week	49, 950.00	Jul 19 – 23 Kaduna
Cost Control and Operational Management	1 Week	49, 950.00	Jun 7 – 11 Lagos
FINANCE			
Finance for Accounts Clerks and Supervisors	1 Week	49, 950.00	Aug 2 – 6 Kaduna
Budgeting and Budgetary Control in the Public and Private Sectors	1 Week	49, 950.00	Sep 6 - 10 Lagos
Finance for Non-Finance Executives	1 Week	69,950.00	Aug 9 – 13 Kaduna
Internal Audit and Control	1 Week	49, 950.00	Jul 12 – 16 Kaduna
INFORMATION TECHNOLOGY			
Computer Skills for Admin and Secretarial Officers	1 Week	39, 950.00	Apr 12 – 16 Kaduna Nov 8 - 12 Lagos
Building Electronic Documents and Records Management Systems	1 Week	49, 950.00	Jul 26 – 30 Kaduna
Advanced Excel for Finance, Accounts, Budget, Revenue and Admin Officers	1 Week	49,950.00	Apr 5 – 9 Kaduna Oct 11 - 15 Lagos
MARKETING			
Effective Customer Service Delivery	2 Days	19, 950.00	May 10 - 14 Kaduna Sep 13 – 17 Lagos
Critical Selling Skills in a Competitive Environment	2Days	19, 950.00	May 17 - 21 Kaduna Sep 20 – 21 Lagos